

IX. PLANS, REPORTS, AND RECORDS

Planning, reporting, and records management are key activities and responsibilities of the Information and Planning Section. Elements of these activities are briefly discussed below, and addressed in greater detail elsewhere in this operations manual.

A. ESSENTIAL ELEMENTS OF INFORMATION

Essential Elements of Information (EEI) are established to focus information collection efforts on designated high-value information. Within the Information and Planning Section and the ERT, the Situation Status Branch retains responsibility for establishing, updating, and coordinating the acquisition of EEI. For more detailed information about EEIs, refer to Chapter III, paragraph III-C-1.

B. INFORMATION PROCESSES

Information collection, processing, and dissemination are activities and responsibilities that fall primarily within the province of the Situation Status Branch, although other Section elements are also involved in information collection. Refer to Chapters III (Situation Status Branch), IV (Planning Support Branch), V (Documentation Branch) and VI (Technical Services Branch) for more detailed information about information processes.

C. PLANNING

Planning is an essential ERT-wide activity. It is performed on a continuing basis by *all* ERT elements and components during *every* stage of the emergency or disaster response. ERT planning supports short-range objectives, broader long-range goals, and specific requirements such as potential contingencies, ERT transitioning procedures, and ERT demobilization. Refer to Chapter IV (Planning Support Branch) for a more detailed discussion of specific planning processes, procedures and activities.

D. REPORTING

1. General. Reporting is the ERT method of sharing event and response information with higher headquarters and other interested external and internal organizations and activities. Reporting normally is accomplished via electronic mail (e-mail), facsimile (FAX), and/or voice. Refer to Chapter V (Documentation Branch), paragraph V-E for a detailed discussion of specific reporting formats, procedures and requirements.

2. NEMIS. Certain reports may (or may be required to) be submitted via the National Emergency Management Information System (NEMIS). This system was developed to provide FEMA, FRP-supporting federal agencies, and states with a standardized, automated database system for reporting and manipulating data relevant to disaster and non-disaster operations. It has been designed to support all phases of emergency management and all components of the federal response effort. However, system limitations may impact usability. Therefore, regarding the use of NEMIS to submit reports mandated by this operations manual, the following procedures apply:

a. NEMIS will be used to prepare and submit reports if the system supports the formats required by this operations manual *and* allows reports to be submitted via e-mail without requiring a duplication of effort.

b. If NEMIS does not support the formats prescribed by this manual, use an alternate method (normally, a Word document attached to an e-mail message).

c. For procedural information concerning NEMIS, refer to the system documentation, which can be found at the NEMIS Intranet site (<http://nemis.fema.gov>).

E. RECORDS MANAGEMENT

The purpose of records management (RM) is to systemically manage official records which are received or created by or for the ERT. Refer to Chapter V (Documentation Branch), paragraph V-F for a discussion on the section RM program.

F. AFTER-ACTION REPORTING

The After-Action Report (AAR) identifies and analyzes *critical, national* issues from the current disaster that, if left unresolved, could affect or impede future disaster operations. The report also highlights ideas and approaches that merit national consideration. The procedures for compiling, preparing, and submitting the AAR are detailed in Chapter V (Documentation Branch), paragraph V-E-6.